



# CITY OF MUSKEGON FARMERS MARKET RENTAL RESERVATION/RATE SHEET

## Rental Rate (per session):

### ► Facility Descriptions:

<b>Facility A</b> ( <i>all-season vending area</i> ) –	<b>\$250.00</b>
<ul style="list-style-type: none"> <li>• Indoor facility with large garage doors opening to the outside</li> <li>• Capacity of indoor area is 150 people. More can be accommodated when the facility overhead doors are open.</li> <li>• Adjacent Outdoor Market stalls numbered 68 – 101 (33 market stalls)</li> <li>• West restrooms (2 women’s units, 2 men’s units)</li> <li>• Optional: Stage (add \$50.00)</li> </ul>	
<b>Facility B</b> ( <i>“large L” stalls</i> ) –	<b>\$250.00</b>
<ul style="list-style-type: none"> <li>• Outdoor Market stalls numbered 27 – 89 (62 market stalls)</li> <li>• North restrooms 2 women’s units, 2 men’s units)</li> <li>• Optional: Stage (add \$50.00)</li> </ul>	
<b>Facility C</b> ( <i>“small L” stalls</i> ) –	<b>\$250.00</b>
<ul style="list-style-type: none"> <li>• Outdoor Market stalls numbered 117 – 164 (47 market stalls)</li> <li>• West restrooms (2 women’s units, 2 men’s units)</li> <li>• Optional: Stage (add \$50.00)</li> </ul>	
<b>Facility D</b> ( <i>“Morris Street pad”</i> ) –	<b>\$100.00</b>
<ul style="list-style-type: none"> <li>• Outdoor Market stalls numbered 1 – 26</li> <li>• Concrete pad adjacent to market stalls along Morris Street</li> </ul>	
<b>Stage</b> – Outdoor covered stage area near Facility C	<b>\$ 50.00</b>

### ► Rental Session Times:

<b>Facilities A – D:</b>	<b><u>Session I</u></b>	<b><u>Session II</u></b>
	9:00 a.m. - 3:00 p.m.	4:00 p.m. – 10:00 p.m.
<b>Stage (4 hour blocks):</b>	9:00 a.m. – 1:00 p.m.	
	1:30 p.m. – 5:30 p.m.	
	6:00 p.m. – 10:00 p.m.	

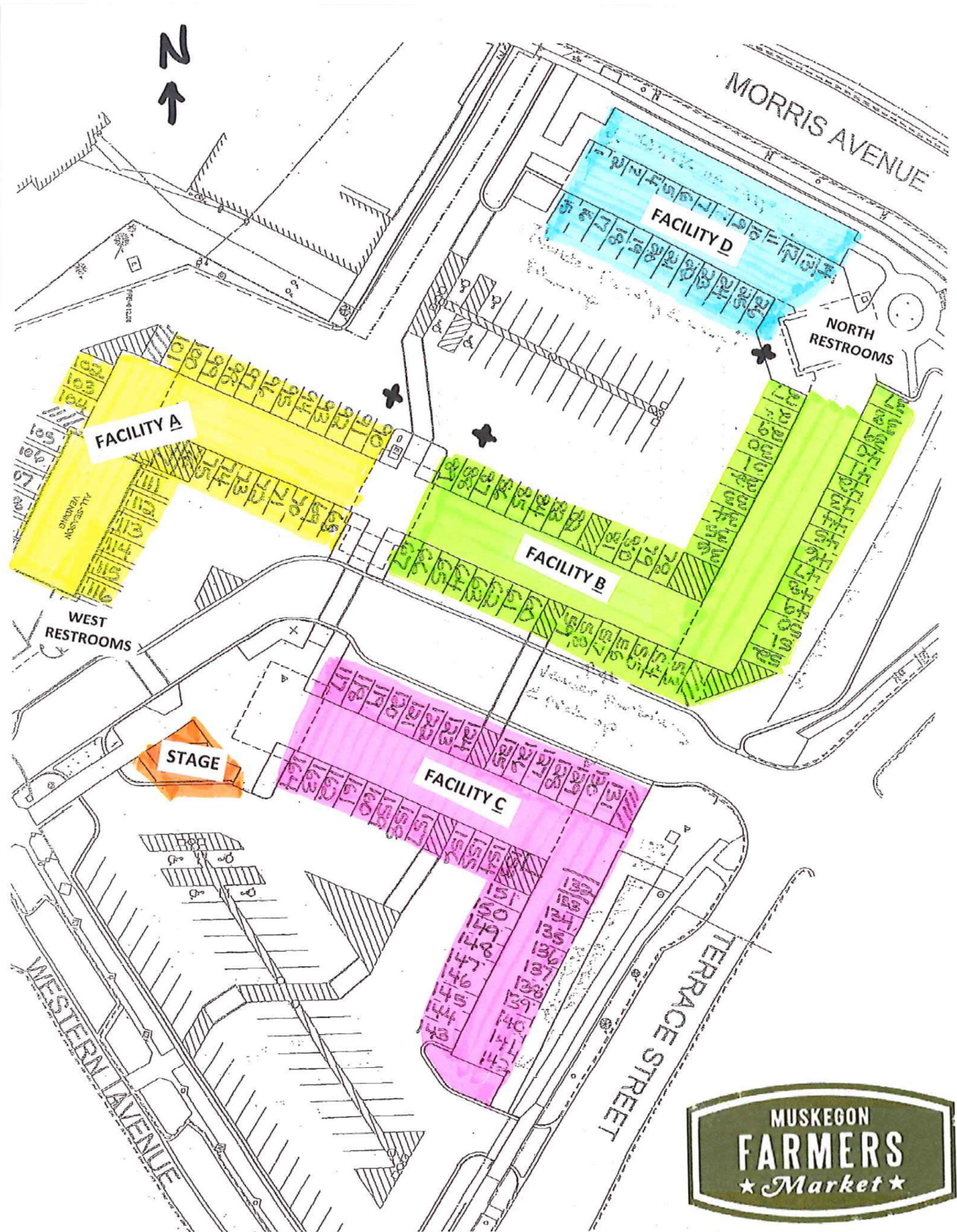
<b>► <u>Damage Deposit Required</u>*</b> :	With facility restroom access	\$500.00
	Without facility restroom access	\$250.00

*\*see Farmers Market Rental Inspection Checklist for items to be completed for return of deposit*

**RESTROOM FACILITIES NOTE:** If you rent an area without access to Farmers Market facility restrooms and your event takes place outside of Farmers Market hours, you must provide portable toilet facilities. Contact Kerkstra/Fresh Start at (231) 788-4215 and request the City of Muskegon Farmer’s Market rate. Fresh Start is the only approved portable toilet vendor for the Market. Other vendors may not be used.

If your event occurs during normal Farmers Market hours, you may use the Farmers Market restroom facilities. Normal Farmers Market hours are Tuesday 6AM – 3PM, Thursday 6AM – 7PM, and Saturday, 6AM – 3PM during market season.

FARMERS MARKET SITE MAP / FACILITY LOCATIONS



X denotes locations where portable toilets may be placed

# City of Muskegon Farmers Market Rental Application



Today's Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Applicant/Responsible Party: Name \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Indicate below which areas of the Market you would like to rent, the rental date(s) and time(s). See Farmers Market Site Map for specific location of each area/facility listed below. Note that the kitchen area is not available for rent by the public at this time.

AREA REQUESTED	SESSION I 9:00 AM – 3:00 PM <i>(indicate rental date below)</i>	SESSION II 4:00 PM – 10:00 PM <i>(indicate rental date below)</i>	RENTAL RATE PER SESSION	ADD STAGE? (yes or no) + \$50.00	TOTAL FEE DUE
FACILITY A <i>(includes indoor area)</i>			\$250.00		
FACILITY B			\$250.00		
FACILITY C			\$250.00		
FACILITY D			\$100.00		

	9:00 AM – 1:00 PM <i>(indicate rental date below)</i>	1:30 PM – 5:30 PM <i>(indicate rental date below)</i>	6:00 PM – 10:00 PM <i>(indicate rental date below)</i>	FEE PER SESSION	TOTAL FEE DUE
STAGE ONLY				\$50.00	

**NOTE:** *Monthly rentals are given priority for regular bookings allowing long term tenants to plan ahead. New reservations are available on a first come, first served basis.*

## DAMAGE DEPOSIT REQUIRED

With facility restroom access (Facilities A – C): \$500.00

Without facility restroom access (Facility D & Stage): \$250.00

Deposit must be paid at the time application is submitted. In order to receive a full refund of your deposit after your event, the facility must be left in good, clean condition with no damages. See *Farmer's Market Rental Rules and Regulations* and *Farmer's Market Rental Inspection Checklist* for expectations on facility use and care. Any deposit refund due will be paid within 30 days of event conclusion.

**EVENT INFORMATION:**

Type of Event (be specific, list all activities taking place at the market): \_\_\_\_\_

---



---



---

Are you planning to serve alcohol at your event? Yes\* \_\_\_\_\_ (LICENSE REQUIRED) No \_\_\_\_\_

\*If yes, have you applied for a Special Liquor License? Yes \_\_\_\_\_ No \_\_\_\_\_

Will retail sales be a part of your event? (T-shirts, packaged foods, etc) Yes\*\* \_\_\_\_ No \_\_\_\_

\*\*If yes, provide non-profit 501(c)3 number or Tax ID number: \_\_\_\_\_

List any other services/items you are requesting from the City/Market \_\_\_\_\_

---



---

How many people do you expect at your event? (estimate) \_\_\_\_\_

**LIABILITY**

Renter shall indemnify, defend and hold harmless the City, its officers, employees, volunteers, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the facility and adjoining property. Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with the Renter's use or occupancy of the Facility and adjoining property. Renter is solely responsible for supervising all individuals in the Facility during the event. The City is not responsible for providing this supervision. The City reserves the right, however, to evict individuals from the Facility during the event if their conduct is deemed to be destructive or detrimental in any way.

**APPLICANT/RESPONSIBLE PARTY SIGNATURE**

Applicant's signature verifies that the information is complete and correct. The applicant has read, understands, and agrees to all rules and regulations, including the terms of deposit return.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Return application when complete to: City of Muskegon Planning Department, PO Box 536, Muskegon MI 49443; or fax to 231.724.6790; or e-mail to [Diane.Leafers@shorelinecity.com](mailto:Diane.Leafers@shorelinecity.com).

**FOR OFFICE USE ONLY**

Date Received:

Notes:

# CITY OF MUSKEGON

## Farmers Market Rental Rules and Regulations

“Renter(s)” = person or persons named on the City of Muskegon Farmer’s Market Rental Application.

“Rental period” refers to the available session times listed.

### FARMERS MARKET FACILITY RULES

- Rental fees vary depending on the area(s) being used and whether or not the Farmers Market restrooms are used.
- The standard rental time varies for different spaces. No deviation from set rental times is permitted without the Farmers Market Master’s written approval.
- Payment of rental fee and a signed Farmer’s Market Rental application is required to reserve the date/time and space.
- Applicants must review and sign the Farmer’s Market Rental Inspection Checklist before and after the rental.
- Rental hours are consecutive and include time for delivery of supplies, set-up, take-down, and clean-up.
- Event set-up and clean-up are the responsibility of the Renter and must be done during the Rental Period.
- Renters are responsible for pick-up and disposal of all refuse/trash in the rental area.
- Renters will place all trash/trash bags in the outside Dumpster located in the gated area near each building.
- All items brought into the facility by the renter are to be removed by the end of the Rental Period.
- Renters are asked to replace all furnishings to their original positions before leaving the facility.
- City-owned equipment made available and used by the Renter must be thoroughly cleaned. This includes tables, floors, sinks, restrooms, and hallways. See Farmer’s Market Rental Inspection Checklist for further.
- If additional facility cleaning is required by City or custodial staff, it will be deducted from the damage deposit.
- Decorations are allowed with non-marring adhesive only. No tacks, staples, glue, paint, ink, marker, or permanent markings of any kind may be made on any Farmers Market property or furnishings.
- Absolutely no staking is allowed on Farmers Market grounds.
- Smoking is not permitted within 25 feet of City buildings, which includes all Farmers Market buildings.
- All minors on the premises must have adult supervision at all times.
- No pets are allowed on Farmers Market grounds, except for licensed service animals.
- Event participants must park in designated parking areas only. Please do not park illegally or in fire lanes.
- No alcohol is allowed on Farmer’s Market grounds without a Special Liquor License approved and signed by the City of Muskegon Public Safety Director and the State of Michigan Liquor Control Commission.  
Liquor licenses must be applied for through the City of Muskegon Police Department, and must be approved at least **30** days in advance of the rental start date.
- Renter and guests, and/or event participants must abide by all City laws and ordinances.

### LIABILITY

- Renter shall indemnify, defend and hold harmless the City, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter’s use or occupancy of the facility and adjoining property.

### RESTROOMS

- Some rentals include use of the Market restrooms and some do not. If your event occurs during non-Market hours and you are renting an area that does not include restrooms, you must provide portable toilet facilities for your guests.
- Kerkstra/Fresh Start Portable Restrooms are the contracted vendor for the Farmers Market and they are the only company that may be used to provide the “porta-jons”. They can be reached at (231) 788-4215. Farmers Market events receive a special rate, so make sure to mention that when calling!
- Portable toilets shall be placed only in the areas marked (“**X**”) on the Farmers Market site map.
- For those rentals that include use of the Market restrooms during non-Market hours, it is the Renter’s responsibility to ensure that bathrooms are clean before leaving the site.
- Events held during normal Market hours are allowed to use the Market restrooms at no additional charge.
- Normal Farmers Market restroom hours are as follows: Tuesdays 6:00 AM to 3:00 PM; Thursdays; 6:00 AM to 7:00 PM; Saturdays; 6:00 A.M to 3:00 P.M.

## Farmers Market Rental Inspection Checklist

The damage deposit will be returned within 30 days after the rental period, providing that post-event cleanup has been completed in accordance with the checklist below and there has been no loss or damage to the premises.

All or a portion of the damage deposit will be forfeited for any loss or damage to premises, or in the event the facility clean-up has not been completed in accordance with policy.

**Expectations for site clean-up are listed below:**

### **Post-Event Checklist**

- ☐ All trash cans emptied and placed in Dumpster (located behind Facility A)
- ☐ New trash bag(s) put in trash can(s)
- ☐ All decorations are removed, including adhesives
- ☐ Tables replaced to original location (if moved)
- ☐ Tables and benches cleaned/wiped down
- ☐ Walkways & stall floors swept and free of debris
- ☐ No permanent markings left on the premises

### ***Restroom areas including hallways (if part of rental):***

- ☐ Floors swept and cleaned of all debris
- ☐ Trash emptied into the dumpster & trash bag(s) replaced
- ☐ Sink areas wiped down and any debris removed.
- ☐ Spills and accidents cleaned up
- ☐ Toilets flushed and free of debris

***To be signed by Renter at time of application:***

**I acknowledge and agree to abide by all of the Farmers Market Rental Rules & Regulations.**

**I understand that violation of any of the terms, and/or failure to complete any and all items on the Post-Event Checklist above may result in the forfeiture of all or a portion of the damage deposit.**

**I also understand that any damage to the Facility (including any permanent markings left behind) may result in the forfeiture of all or part of the damage deposit.**

**Renter signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

.....  
***To be signed by Renter and City staff POST-EVENT:***

**Checklist items above have been completed and approved by me:**

**Renter signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*City staff use:*

*Amount of deposit returned: \$* \_\_\_\_\_ *Date returned:* \_\_\_\_\_ *Returned by:* \_\_\_\_\_

*Note any damages or other issues:* \_\_\_\_\_ *(staff initials)*